

WORLD TRAVEL SERVICE * National Institutes of Health

MEETING TRAVEL *FastRes* Fax Form

Telephone: 301-816-2160 - Fax: 301-816-0715 - E-mail: WTS@mail.nih.gov

Fax this form to WTS. We will fax a suggested itinerary to you within three business days.

TRAVELER INFORMATION

Meeting Code: (See mailing for your Code)	<input type="text"/>		← ← ← Important!! ← ← ←	
Traveler Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.:			
Business Address:				
City/State/Zip Code:	(No Post Office boxes, please.)			
Home Address:				
City/State/Zip Code:	(No Post Office boxes, please.)			
NOTE: Tickets sent to home addresses usually arrive faster and more reliably.				
Business Telephone:		Business Fax:		
Home Telephone:		E-mail:		
Secretary/Assistant:		Asst.'s Phone:		

TRAVEL PREFERENCES

Seating:	<input type="checkbox"/> Window	<input type="checkbox"/> Aisle	<input type="checkbox"/> Smoking If Available	<input type="checkbox"/> Non-smoking	(If no preference, WTS will assume Aisle, Non-smoking)
Class of Service:	<input type="checkbox"/> First	<input type="checkbox"/> Business	<input type="checkbox"/> Coach	(Business & First Class require prior approval.)	
Meals: (If Available)	<input type="checkbox"/> LowFat	<input type="checkbox"/> LowCal	<input type="checkbox"/> Kosher	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Fish <input type="checkbox"/> Other _____
Preferred Airline(s):					

Will you accept an **Electronic Ticket**? ☐ Yes ☐ No. (This means no ticket is sent to you. You go directly to Airline Gate & get your Boarding Pass.)

TRIP INFORMATION

<u>From</u> (Airport, if more than one.)	<u>To</u> (Airport, if more than one.)	<u>Date/Approx. Time</u>	<u>Comments</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Special Needs:

FREQUENT FLYER/USER PROGRAMS

Airline	Account Number(s)

I authorize this reservation for my attendance at the above NIH meeting.

_____	_____	_____
Signature	Title	Date

Revised February 4, 2000